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Approved For Release 2001/03/04 : CIA-RDP81B00961R000100120110-1

OSA-2277-42

23 November 1962

MEMORANDUM FOR: Assistant Director/OSA

SUBJECT: Establishment of OSA "Need-to-Know" Panel

1. This memorandum contains a recommendation for your approval in paragraph 2.

2. The Office of Special Activities approves or disapproves the "need-to-know" of candidates for special projects managed by OSA (I, A, C, O). Historically, requests for such approval have been processed by the OSA Security Branch. In many instances the case is not "black or white" and technical guidance must be solicited normally from the Chief, Operations Division, or Chief, Development Division, and in some instances, from the Front Office, OSA. This coordination with the various elements of the OSA has been effectuated by the Security Branch in a variety of methods in the past.

3. In order to standardize the review of the "need-to-know" of candidates for these clearances, it is recommended that an OSA "Need-to-Know" Panel be established. This panel would consist of the following officers:



4. The member of the panel should also designate an alternate. Procedurally, it is recommended that the Chief, Security Branch, accumulate requests for special project clearance which require coordination with other elements of the OSA and periodically call a meeting of this panel to pass on the cases in question.

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DOCUMENT NO. _____
NO CHANGE IN CLASS. ☒
☐ RECLASSIFIED
CLASS. CHANGED BY TS S G
NEXT REVIEW DATE 2011
AUTH. NO. 1-4
28/11/61
054540

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5. In the event, of course, guidance of another element of the OEA is deemed desirable in a particular instance, the Chief of the particular OEA component will be invited to participate.

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Chief, Security Branch
OEA

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(Signed)

C/DO/OEA

C/DO/OEA

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AD/OEA

Recommendation in Paragraph 3 APPROVED:

JACK C. LEEFORD
AD/OEA

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